NIH Training Collaborative Forum

Reasonable Accommodations for Persons with Disabilities: Best Practices for Developing and Delivering Accessible Training

By OCIO and EDI

1. **Ask if Reasonable Accommodations are needed**.
   All events, training or otherwise are required to have a customized Reasonable Accommodation Statement.

2. **Be proactive**
   Develop/deliver training and materials that are accessible from the advertisement phase through the evaluation phase.

3. **Make it Section 508-Conformant**
   All electronic training materials must be Section 508-conformant
   - NIH Guidance on Document Accessibility
     https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/Resources.aspx
   - HHS Guidance on Document Accessibility
     http://www.hhs.gov/web/508/accessiblefiles/index.html

4. **Use the NIH Accessibility Testing (NAT) Lab**
   Utilize the lab and its resources to test, validate, and remediate your training materials. https://ocio.nih.gov/ITGovPolicy/NIH508/Pages/NATLab.aspx

5. **Format documents with clear and readable fonts and font sizes, leaving space around the text, and choosing colors with strong contrast.**
   Keep persons with low vision and blindness or other print disabilities in mind when you prepare and print or electronically distribute training materials, workbooks, worksheets, and other documents.

6. **Send documents in advance of the training**
   Allows those with disabilities to review and familiarize themselves with the content before the training.
   - Class and course material should be provided to Interpreting Services in advance, in time for ORS to provide them to the assigned interpreters.

7. **Ensure multimedia is accessible**
   - Include captioning for deaf and hard-of-hearing persons. Include audio descriptions for persons who are blind or visually impaired.
   - Ensure that any respective TTY/TDD numbers are working and are comparably advertised and managed.